



**JFHQ, HUMAN RESOURCE OFFICE
MARYLAND NATIONAL GUARD
FIFTH REGIMENT ARMORY
BALTIMORE, MARYLAND 21201-2288**
SPC Sharon Ramsey, (410) 576-6052, (410) 576-6108
<mailto:HROJOB@mdbalt.ang.af.mil>



VACANCY ANNOUNCEMENT NUMBER	#05-208
POSITION:	Readiness Technician, GS-0303-07, PD#: 70530 SALARY: \$35,452 to \$46,088 Steps 1-10) per Annum and full range of benefits. Relocation expenses will not be paid.
DUTY LOCATION:	HQ, 121st Engineer Battalion 4244 Montgomery Road Ellicott City, Maryland 21043
OPEN PERIOD:	OPENING DATE: 26 October 2005 CLOSING DATE: 25 November 2005 The resume or application must arrive at the Human Resource Office (address above) no later than 5:00 p.m. on the closing date indicated.
WHO MAY APPLY:	TEMPORARY - This is a Maryland Army National Guard Excepted Service (Dual-Status) Temporary Technician position open to current enlisted members of the Maryland Army National Guard.
DUTIES:	Provides the parent unit senior FTS member and Detachment Commander status concerning training, logistics, personnel and detachment mobilization readiness requirements. Serves as primary point of contact for detachment readiness feeder information. Manages the military schools program of the detachment. Reviews training directives, operations, and SOP's. Request, allocates, and monitors the usage of training ammunition for the detachment. Ensures the armory is properly cared for, safeguarded and the process for rental of the facility is handled in accordance with governing directives. Maintains working relationships with local officials, clubs, etc., for a variety of purposes such as, armory security coordination with police, suitability investigations, armory rental, detachment participation in celebrations; or, fund raising drives, emergency operations and homeland security, and to provide public information about the National Guard. Coordinates the recruiting and retention efforts of the detachment with full time Recruiting and Retention personnel. In the absence of assigned janitorial staff works, with other assigned full time support personnel, to care for, clean, and maintain the National Guard Armory to include lawn care and general maintenance. Provides day-to-day supervision for AGR soldiers and dual status technicians. Performs other duties as assigned.
QUALIFICATIONS REQUIRED:	<u>General Experience:</u> Administrative or clerical experience, education, or training which demonstrates the candidates ability to perform the duties of the position. <u>Specialized Experience:</u> Must have twelve (12) months of experience in which the applicant has demonstrated the following: Experience gathering information, compiling data and preparing reports; analytical experience involving research and development to include evaluation, validation, making recommendations and presentations; experience in the application and use of regulations and procedures; and experience which gives evidence of the capability to perform administrative work. <u>Physical Effort:</u> Work is primarily sedentary. <u>Military Compatibility:</u> Prior to appointment to this position the selectee must be qualified for, or assigned to a compatible military position in one of the following DMOS/DAFSC specialties: Enlisted MOS: Predominant MOS of the unit.
BASIS FOR RATING:	<u>Substitution Of Education for Specialized Experience:</u> Education in schools above the high school level may be substituted for experience on the basis of one academic year of study (i.e., 36 weeks of substantially full-time study, 30 semester hours, or the equivalent) for 12 months of the required experience. APPLICANTS WHO ARE SUBSTITUTING EDUCATION FOR SPECIALIZED EXPERIENCE (TOTALLY OR PARTIALLY) MUST INCLUDE EITHER AN OFFICIAL COLLEGE TRANSCRIPT; OR STATEMENT FROM THE REGISTRAR, DEAN, OR OTHER APPROPRIATE OFFICIAL OF THE COLLEGE OR INSTITUTION.

TECHNICIAN VACANCY ANNOUNCEMENT #05-208

KSA's (Knowledge, Skill, & Ability)	<p>Applicants meeting the basic qualifications may be further rated and ranked on their experience related to the knowledge, skills and abilities (KSA's) stated below. These KSA's are essential for successful performance in the position. Each applicant should fully explain on their resume or application or on a separate attachment how they meet each KSA listed below: Address the following factors in detail; giving dates of experience and in what position the experience was gained. This information is used only for ranking and rating of applicants and not used for qualifying applicants. Resume must reflect applicable experience.</p> <ul style="list-style-type: none"> (a) Knowledge of rules, regulations and procedures for establishing and maintaining files and records; (b) Knowledge of specialized procedures and technical application of the administrative work; (c) Skill in gathering information, compiling data and preparing reports; and (d) Specific knowledge of regulations and procedures related to the type of work performed by the function.
HOW TO APPLY:	<p>Persons meeting the requirements or qualifications for this position must submit a complete application to the address listed in the header section of this announcement.</p> <p>Complete, assemble, sign and send the following:</p> <ul style="list-style-type: none"> (1) An OF 612, SF 171 or a Resume with the information requested on (HRO RESUME GUIDANCE for applying for Federal positions). MDNG HRO Pamphlet 1-335 (<i>Applying for Maryland National Guard Technician Employment</i>) and OF-510 (<i>Applying for Federal Employment</i>) can be reviewed for further reference. (2) Applicable Documentation requested in the Announcement. (3) A separate resume or application is required for each vacancy announcement. Resumes or applications, which do not provide all the information requested in the vacancy announcement or attachment may cause loss of consideration for this position. If necessary attach additional pages, include your Name, Social Security Number, Rank, MOS/ AFSC and the Vacancy Announcement Number on each page. Resumes or applications will not be returned. Qualifications will be based solely upon information supplied in the application packet. (Described in depth, in the applicant's own words.) Experience will be evaluated based upon relevance to the position for which the application is made. Description of experience should include job titles, starting and ending dates (DD/MM/YY), hours per week, duties, accomplishments, rewards, awards, employers' name and address, supervisor's name, and phone number, and if we may contact him/her. (4) Federal Technicians (current and prior) need to supply highest previous grade and step. (5) You are allowed to email applications or resumes. (6) Fax resumes and applications will not be accepted. (7) APPLICATIONS/ RESUMES THAT HAVE BEEN MAILED IN A U.S. GOVERNMENT ENVELOPE WILL NOT BE ACCEPTED. <p>In addition, applicants are requested to submit "Background Survey Questionnaire." The Background Survey Questionnaire will not be used in the selection process. The information will be used for statistical purposes only, and disclosure by the applicant is discretionary.</p> <p><u>CONDITION OF EMPLOYMENT:</u></p> <p>As a condition of employment, all National Guard Military Technicians are appointed in the excepted service under the authority of 32 U.S.C. 709, and are required to serve a one-year trial period. This trial period is used to monitor the employee's job performance, personal conduct, and determine if they possess the qualities necessary for continued government service.</p> <p><u>WAGE GRADE Employees:</u> Selectee(s) will be required to satisfactorily complete a Physical Examination prior to being assigned to this position. Upon notification of Selection, Selection package will be forwarded. Point of Contacts to schedule a Physical Examination for: ARMY is 1LT Sahid-Hicks (410) 436-6279; AIR MSgt Bloodworth (410) 918-6289.</p>
INFORMATION FOR CURRENT OR FORMER MILITARY PERSONNEL:	<p><u>MILITARY SERVICE (IF APPLICABLE):</u> Resumes or applications must include: (a) Branch (including National Guard); (b) Inclusive dates of military service (c) MOS/AFSC's or SSI's held or previously held; (d) Title and dates of military schools; (e) Military grades held, description of military duties performed and (f) current unit of assignment.</p> <p><u>CREDITING EXPERIENCE:</u> National Guard military (part-time) service is considered as full-time experience when evaluated against the qualification requirements for a technician position. The applicant is credited with actual number of months the member has been in the National Guard provided such service is related to the position to be filled.</p>
<p>The Maryland National Guard is an Equal Opportunity employer. Qualified applicants receive consideration without regard to age, race, color, religion, sex, national origin, lawful political or other affiliations, marital status, membership or non-membership in an employee organization, or any handicap which does not interfere with accomplishment of position requirements.</p> <p>Provisions of Tech Pers Reg 335-2 (Merit Placement Plan) dated 1 Dec 96 apply.</p>	